

## **4229 - ELECTRONICS/INSTRUMENTATION SUPERVISOR**

### **NATURE OF WORK**

This is skilled technical and supervisory work at the journeyman level as an electrician in the installation, maintenance and repair of electrical equipment, fixtures and controls. Persons listed under this classification must have journeyman experience as an electrician.

### **ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES**

Repairs motor pumps and electrically powered tools.  
Installs and repairs wiring and various electrical equipment in City buildings and facilities.  
Assists in the maintenance of sewer and water pumping facilities.  
Calibrates instrumentation and safety equipment; repairs telephone telemetry.  
Troubleshoots and repairs electrical controls.  
Supervises mechanics in installing load cells and pump motors.  
Performs related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the standard tools, materials, methods, and practices of the electrical trade.  
Thorough knowledge of the principles and theory of basic electricity.  
Ability to interpret, follow, and explain detailed and complex instructions, especially those concerning new practices or equipment.  
Ability to plan, lay-out, supervise, and evaluate the work of highly skilled trades, semi-skilled, and unskilled workers.  
Ability to prepare and work from detailed prints and sketches.  
Ability to prepare and maintain records, reports, and accurate estimates of labor and materials requirements and costs.  
Ability to communicate effectively, verbally and in writing.  
Ability to establish and maintain effective working relationships with other employees and the public.

### **MINIMUM REQUIREMENTS**

Employed by the City. Five (5) years experience maintaining, repairing, and installing electrical and electronic equipment, wiring, and fixtures. Certificate of Competency as a Journeyman in Electrical. Associate's Degree in Electrical Engineering may substitute for 2 years experience.

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other

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employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. Significant walking, moving, climbing, carrying, bending, kneeling, some crawling, reaching, and handling, sitting, standing, pushing, and pulling.

### **SUPERVISION RECEIVED**

General and specific assignments are received from an administrative supervisor. Work is performed with wide latitude for the use of independent judgement in the selection of work methods and procedures and is subject to review for compliance with and achievement of departmental standards and objectives.

### **SUPERVISION EXERCISED**

Plans, assigns, supervises, and evaluates the work of highly skilled trades, semi-skilled, and unskilled workers.

Rev. 1/96 (minimum req.)